

MANUFACTURED HOME INSTALLER LICENSING BOARD

Continuing Education Requirements For Manufactured Home Installers (MHI)

A. Continuing Education (CE) Requirements

In order to renew in an active status a licensee must complete twelve (12) hours of continuing education from an approved provider. Currently there is only one approved provider. The contact information is listed below:

Indiana Manufactured Housing Association
3210 Rand Road
Indianapolis, IN 46241-5499
Attn: Jim K. Keller
Telephone – 317-247-6258
Email – jim@imharvic.org

Pursuant to 879 IAC 1-8-2 and 879 IAC 1-8-3 of the MHI rules, a manufactured home installer must complete twelve (12) hours of continuing education in any of the following topics from a provider that has been approved by the Board:

- (1) IC 25-23.7, Indiana manufactured home installer licensing act.
- (2) IC 25-1-11, professional licensing standards of practice.
- (3) 879 IAC 1-2, competent practice of manufactured home installation.
- (4) 879 IAC 1-3, code of ethics.
- (5) 675 IAC 14, Indiana residential code, as adopted by the fire prevention and building safety commission.
- (6) 410 IAC 6-6, mobile home park sanitation and safety, as adopted by the Indiana state department of health.
- (7) Applicable federal and Indiana statutes, rules, and regulations governing manufactured home installation.
- (8) Manufacturer's installation manuals and requirements.
- (9) Preparation of manufactured housing sites.
- (10) Installation of foundation systems.
- (11) Blocking, perimeter support, and leveling of manufactured homes.
- (12) Structural connections of section and major components.
- (13) Installation of anchoring systems and components.
- (14) Installation of vapor barriers, curtain walls, access, and ventilation for crawlspace areas.
- (15) Electrical connections between sections.
- (16) Plumbing connections between sections.
- (17) Mechanical equipment connections between sections.
- (18) Gas equipment and appliance connections within the home.
- (19) Connections of vents, ducts, carpet, and other nonstructural components.

The twelve (12) hours of continuing education must include the following:

- (1) Professional ethics.
- (2) Indiana statutes, rules, and regulations governing manufactured home installers.

B. Prorated Continuing Education Table

Pursuant to 879 IAC 1-8-11, the number of continuing education hours that a licensee must obtain for the four (4) year licensure period in progress at the time of the issuance, reactivation, or reinstatement of a license is required as follows:

<u>Date of Issuance of License</u>	<u>Hours Required to Renew</u>
January 1 – June 30 of the first year	12
July 1 – December 31 of the first year	10
January 1 – June 30 of the second year	8
July 1 – December 31 of the second year	6
January 1 – June 30 of the third year	4
July 1 – December 31 of the third year	2
January 1 – June 30 of the fourth year	2
July 1 – December 31 of the fourth year	0

The licensure period and the CE reporting period is based on a calendar year.

Example: January 1, 2005 – December 31, 2005 = First Year
January 1, 2006 – December 31, 2006 = Second Year
January 1, 2007 – December 31, 2007 = Third Year
January 1, 2008 – December 31, 2008 = Fourth Year